

AGENDA
Jefferson Village Council
Order of Business

Date: Monday, October 19, 2026.

Regular Meeting 7:30 p.m.
Next Ordinance No. 26-(R/O) 3472

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer: Bethel Bible Church

Roll Call of Council: Belden, Bradek, Damon, Febel, Roderick, Skinner

Corrections or Additions to the Agenda

Minutes: Addition/Correction

Motion to approve the Council Meeting Minutes of October 5, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to approve the CRA Meeting Minutes of October 7, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept the Jefferson Emergency Rescue Meeting Minutes
of October 14, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Visitors' Comments (five-minute limit per council rule #13)

DEPARTMENTS

Administrator Manor

Administrator Report

Fiscal Office Arcaro

Payroll Reports

Police Chief Mackensen

No Report

Interim Fire Chief Edison

No Report

COMMITTEE REPORTS

Building and Lands

Bradek/Belden

Committee Report: No report

Ordinance/Resolution to Read:

Resolution No. 2026-R-3466

A Resolution authorizing the Village Mayor to enter into a CRA agreement with 40 Chestnut LLC.

Motion for the First Reading of Resolution No. 26-R-3466

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Suspend Council Rules on Resolution No. 26-O-3466

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Adopt Resolution No. 26-O-3466

Motion: _____ Second: _____ Discussion _____

Roll: _____

Finance

Roderick/Damon

Committee Report: No report

Ordinance/Resolution to Read:

Resolution No. 26-R-3465

A Resolution authorizing the Village Fiscal Officer to purchase and use "Employee dishonesty and Faithful Performance of Duty Policy" through the Public Entities Pool (PEP) instead of individual surety bonds for officers, employees, and appointees

Motion for the Second Reading of Resolution No. 26-R-3465

Motion: _____ Second: _____ Discussion _____

Roll: _____

Ordinance/Resolution to Read:

Resolution No. 26-R-3467

A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, and declaring an emergency

Motion for the First Reading of Resolution No. 26-R-3467

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Suspend Council Rules on Resolution No. 26-R-3467

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Adopt Resolution No. 26-R-3467

Motion: _____ Second: _____ Discussion _____

Roll: _____

Forestry

Skinner/Febel

Committee Report: No report

Recreation

Febel/ Roderick

Committee Report: No Report

Ordinance/Resolution to Read:

Resolution No. 2026-R-3469

A Resolution creating a weight room auto-pay membership incentive program for the Jefferson Community Recreation Center

Motion for the First Reading of Resolution No. 26-R-3469

Motion: _____ Second: _____ Discussion _____

Roll: _____

Ordinance/Resolution to Read:

Resolution No. 2026-R-3470

A Resolution amending section 4.13 of the Village of Jefferson employee handbook/personnel policy manual

Dated February 1, 2025 and adopting same

Motion for the First Reading of Resolution No. 26-R-3470

Motion: _____ Second: _____ Discussion _____

Roll: _____

Safety

Belden/Bradek

Committee Report: No Report

Ordinance/Resolution to Read:

Resolution No. 2026-R-3468

A Resolution amending section 5.11 of the Village of Jefferson employee handbook/personnel policy manual dated February 1, 2025 and adopts same.

Motion for the First Reading of Resolution No. 26-R-3468

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to accept Mayor's recommendation to promote Joe Edison to Fire Chief and Dave Farina to 1st Assistant Fire Chief.

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to accept the Interim Fire Chief's recommendation to hire Lydia Jerina as a Fire Auxiliary member with the Village Fire Department effective October 15, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept the Resignation of Elijah Monroe as a Patrolman with the Village Police Department effective October 15, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept Patrolman Officer John Cudnik's sick time hours of 75.4 from the City of Painesville.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Utilities/Wastewater Treatment/

Service

Damon/Skinner

Committee Report: No report

Ordinance/Resolution to Read:

ORDINANCE NO. 2026-O-3471

An Ordinance to retroactively authorize the Village Administrator to enter into a contract with Ashtabula County to provide the labor and equipment for the paving projects for East & West Erie Street and East Satin Street and ratify same and declaring an emergency

Motion for the First Reading of Ordinance No. 26-O-3471

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to Suspend Council Rules on Ordinance No. 26-O-3471

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to Adopt Ordinance No. 26-O-3471

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept Wastewater Supervisor Licate's Recommendation to advance Josh Artman and Tyler Maylish to Step 2 of the Wage Scale. Both Josh and Tyler have completed 6 months as Class 2 Operators.
Motion: _____ Second: _____ Discussion _____
Roll: _____

Mayor

The Next Council Meeting will be held on Monday, November 2, 2026

OLD BUSINESS/ NEW BUSINESS

FYI- Andrew & Pontius September Statement

Visitor's Comments (five-minute limit per council rule #13)

CORRESPONDENCE

MEETINGS

Adjourn:

Motion: _____

Time: _____

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the
October 19, 2026, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

Minutes and Videos from each Council Meeting are available at Jeffersonohio.gov

Date: Monday, October 5, 2026.

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer: Bethel Bible Church

Motion by Councilperson Febel to approve Councilperson Skinner to take minutes for tonight's meeting in Fiscal Officer Arcaro's absences.

2nd Councilperson Roderick

Roll: All yea, motion carried

Roll Call of Council: Belden, Bradek, Damon, Febel, Roderick, Skinner

Corrections or Additions to the Agenda

Minutes: Addition/Correction

Motion by Councilperson Damon to approve the Council Meeting Minutes of September 21, 2026.

2nd Councilperson Febel

Roll: All yea, motion carried

Motion by Councilperson Roderick to accept the Finance Committee Minutes of September 21, 2026.

2nd Councilperson Damon

Roll: All yea, motion carried

Also Present: Judy Maloney, Pierino Scrocca, Terry Wolcott, Joe Edison, Stefanie Wessell

Visitors' Comments (five-minute limit per council rule #13)

None

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DEPARTMENTS

Administrator Manor

Administrator Report

Paving of the parking lots has been completed, and they have been fog sealed. Paving on Satin St. and Erie St. has been completed as well. Administrator Manor recommends Ronyak Paving Inc. for the East Walnut Street project. Drainage work is planned for 2026 while paving is scheduled for Spring 2027. This project is behind schedule due to having to go out for a rebid.

The Recreation Department is busy getting ready for the Haunted Woods event taking place this weekend from 7-10pm.

Generator repair was completed September 25th and is now fully operational.

Some trees on Elm and Market were cut down before they became an issue during a bad storm.

Councilperson Roderick asked Administrator Manor if the companies that did paving on parking lots and streets would fix any issues. Administrator Manor said that Suite Kote did the parking lots and the County Engineer did Satin and Erie Streets. Councilperson Damon asked what was being fixed and Administrator Manor said transition to Elm Street was smoothed out.

Fiscal Office Arcaro

Payroll Reports

Mayor Sekanina updated Council regarding the July Month End Reports. He has talked to Fiscal Officer Arcaro and asked her to contact the Ohio Auditor of State to help. They have assigned someone to assist with this and hope to have it resolved by the next council meeting.

Police Chief Mackensen

Month End Report

Last month 258 calls for service, 54 of those were medical.
There were 70 traffic stops with 23 citations, including 12 for speed.

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There were two crashes on the road and three on private property.

The department had two arrests made.

Chief Mackensen is submitting for railway review the crossings at Satin, Sycamore, and Erie Streets to PUCO and ODOT. The railway is no longer used so he is asking for a review and the okay to remove the stop signs and replace them with yield signs.

There will be an officer at Haunted Woods helping with traffic. Parking perhaps may be available at Lake City Plating.

Trunk or Treat on October 13th from 5-7 at Giddings Park.

Councilperson Damon asked about warnings as there were none on the report. Chief Mackensen explained the computer only shows written warnings, which we do not issue, only verbal warnings. They make notes elsewhere on reports of verbal warning so that other agencies know the person received a verbal warning if they are pulled over.

Interim Fire Chief Edison

Month End Report

For September there were 26 runs, eight in Jefferson Twp, nine in Jefferson Village, five in Lenox Twp and four mutual aid.

Year to date there have been 312 runs, which is 112 more than this time last year.

There were 16 inspections in September. Training was at 196 hours, which included a live burn on 46 North. Plymouth Twp helped with the training. Thank you to them and to the homeowner.

We assisted with the elementary school Walk-A-Thon.

Reminder that October is Fire Prevention Month. Fire education will be provided at the daycares.

Multiple Trunk-or-Treat events as well as Trick-or-Treat on Halloween when they have their annual hot dog sale.

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Reminder that state-wide burn ban is in effect for October and November from 6am-6pm and burning is not allowed.

COMMITTEE REPORTS

Building and Lands

Bradek/Belden

No report

Finance

Roderick/Damon

No report

Resolution No. 26-R-3461

A Resolution declaring a list of items owned by the Village of Jefferson to be no longer needed for municipal purposes and authorizing the sale of each to the highest and best bidder as is.

Motion by Councilperson Roderick for the Third Reading of Resolution No. 26- R-3461

2nd Councilperson Damon

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Resolution No. 26-R- 3461

2nd Councilperson Damon

Roll: All yea, motion carried

Resolution No. 26-R-3464

A Resolution authorizing the Village Administrator to enter into a contract with Ronyak Paving, Inc. For the East Walnut Street roadway improvements known as Project No. 47429 and declaring an emergency.

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R-3464

2nd Councilperson Damon

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Councilperson Damon asked for a repeat explanation why this was an emergency.
Administrator Manor explained because it was a rebid and the project is now behind. By doing
it as an emergency, the drainage work can be done this year and paving in the spring.
Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Resolution No. 26-R-3464
2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Resolution No. 26-R-3464

2nd Councilperson Damon

Roll: All yea, motion carried

Resolution No. 26-R-3465

A Resolution authorizing the Village Fiscal Officer to purchase and use “Employee dishonesty
and Faithful Performance of Duty Policy” through the Public Entities Pool (PEP) instead of
individual surety bonds for officers, employees, and appointees

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R-3465

2nd Councilperson Damon

Roll: All yea, motion carried

Forestry

Skinner/Febel

No report

Recreation

Febel/ Roderick

No Report

Safety

Belden/Bradek

No Report

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Ordinance No. 26-O-3460

An Ordinance adopting a Cybersecurity, acceptable use, incident response and Disaster Recovery Policy in accordance with Ohio Revised Code section 9.64

Motion by Councilperson Belden for the Third Reading of Ordinance No. 26-O- 3460

2nd Councilperson Bradek

Roll: All yea, motion carried

Motion by Councilperson Belden to Adopt Ordinance No. 26-R- 3460

2nd Councilperson Bradek

Roll: All yea, motion carried

Resolution No. 26-R-3462

A Resolution supporting implementation of a Safe Transportation Network to eliminate roadway fatalities and serious injuries, and to complete a roadway safety action plan as a part of the Safe Streets and Roads for All grant from the Federal Highway Administration

Motion by Councilperson Belden for the Third Reading of Resolution No. 26-R-3462

2nd Councilperson Bradek

Councilperson Roderick asked when the next meeting will be. It won't be until next year, but there will be a pop-up at the high school craft show.

Roll: All yea, motion carried

Motion by Councilperson Belden to Adopt Resolution No. 26-R- 3462

2nd Councilperson Bradek

Roll: All yea, motion carried

Utilities/Wastewater Treatment/

Service

Damon/Skinner

No report

Mayor

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Mayor visited the Imagination Village playground on Thursday. The excavator was taken for another job but will be replaced with another excavator. Everything is staked off and digging will begin next week.

The Next Council Meeting will be held on Monday, October 19, 2026

OLD BUSINESS/ NEW BUSINESS

Visitor's Comments (five-minute limit per council rule #13)

Before taking visitors' comments, Mayor Sekanina reminded the public that we honor Roberts' Rules of Order so comments need to be directed to the Chair (Mayor) and are limited to five minutes. The Chair can respond, but there should be no back and forth and council members should not speak during this time.

Chief Mackensen asked questions he personally had regarding the Administrator's October 5th paving report. He questioned the amounts on the reports and the amounts paid. He said the amounts paid match exactly the estimates from the county before work began. He also questioned whether we received all of the materials that we paid for, as they were delivered to the county, and requested accounting of all the deliveries and materials used and disposition of any unused village materials. He also inquired about responsibility for fixing any issues with the paving jobs. Finally, Chief Mackensen also questioned the method used for paving, as well as thickness, and is concerned about the durability of the road in the long run and whether it will cost more money to fix down the road, had we not gone with the more expensive option that would last longer.

CORRESPONDENCE

None

MEETINGS

UTILITY/WASTEWATER SERVICE COMMITTEE MEETING

Monday, October 19, 2026

6:00 p.m.

Town Hall

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Discussion: Lake City Plating high limit copper issues

Adjourn: Motion by Councilperson Roderick to adjourn the Council meeting.
Meeting adjourned at 7:55 p.m.

Submitted by:
Councilperson Jen Skinner

Village of Jefferson Council Meeting

Visitor Register

(Please circulate among visitors)

We appreciate your attending!

Mon. Oct. 5, 2026

[illegible]

Community Reinvestment Area (CRA) Meeting

Wednesday, October 7, 2026

5:30pm @ Village Hall

Meeting called to order by Village Administrator and Committee Chair Andria Manor at 5:30pm.

Roll Call: Cooper McMannes, Paul Carpenter, Jen Skinner, Tammy Wetherholt, John Powers

Also in attendance: Mayor Steven Sekanina, Pat Bradek, Lisa Hawkins, Pierino Scrocca, Brian Diehl, Jamie Kuntz

This committee still has two open seats to be filled by committee. Skinner made motion to appoint Lisa Hawkins to the committee. Powers second. All in favor.

The purpose of this meeting is to discuss the application submitted by Brian and Jen Diehl for tax abatement on property at 40 North Chestnut Street. The downstairs storefront has been remodeled and they are looking for tenants that will bring something useful to town. They plan to renovate the upstairs of the building and create apartments. The cost of the remodel will be approximately \$426,000.

The committee can decide to grant up to 75% tax abatement for up to 15 years. The request is for the full allowance. The current value of the property is \$135,500 and \$3078 in taxes per year.

When discussing what percentage and time of tax abatement and how to decide and what criteria, multiple people agreed that with the size of the investment and project, it was appropriate to go with the maximum.

Skinner made a motion for the full 75% for 15 year tax abatement. It was seconded by Powers.

After observing the meeting and being involved, Jamie Kuntz was interested in being a part of the committee. Skinner nominated her and Powers seconded. All were in favor and the committee is now complete.

Meeting adjourned by Manor at 6:05pm.

Submitted by:

Jen Skinner

Village of Jefferson

Committee Meeting

Committee: CRA

Oct, 7th, 2026

Andria Manor	
BRIAN DIEHL	
John Powers	
PAT BRADER	
Jason Fairchild	
Steven Sekening	
PIORINO SCROCCA	
Lisa Hawkins	
Tammy Wetherholt	
Jen Skinner	
Paul Carpenter	
Sen McMannes	
Jamie Kuentz	

JERD Board Meeting

Agenda

October 14, 2026

5:30 pm

Roll Call: John Boczar, Brian Edelman, Steve Sekanina,

Any Visitor Comments

Attending:

- **Approve Minutes of September 9th 2026**
- **Approve September List of Bills**
- **Approve September Month End**
- **EMS Report**
- **Other:**

Any Visitor Comments

Jefferson Emergency Rescue District

September 9, 2026

Regular Meeting

The regular meeting of the Board of Trustees was called to order at 5:30 pm by John Boczar.

Present were: Chief Rice, Captain Joe Edison, Jacob Peer, Christina Edison, Lydia Jerina, Kelly Farina

Roll call – John Boczar (YES), Brian Edelman- (Absent), Steve Sekanina (YES)

Approve Minutes of August 5, 2026 meeting with an addition that TLC did turn in a bid for the parking lot in the amount of \$1,850 which was accepted and paid by the District - Motion made by John Boczar, 2nd Steve Sekanina, All Yes

Approve August list of bills- Motion made by John Boczar, 2nd Steve Sekanina, All Yes

Approve August Month End – Motion made by Steve Sekanina 2nd John Boczar All Yes

EMS Report-150 runs, 93 transports, 2 mutual aid runs (1 Pierpont, 1 SCAD). Multiple calls (11 calls will 2 ambulance out at same time) Motion to approve made by John Boczar 2nd Steve Sekanina All Yes

EMS Report for Fair week: 43total calls for the week, 30 transports for the week, 11 calls to the fairgrounds, 7 transports from the fairgrounds & 76 treated at the first aid booth.

Motion to accept the policy for Cybersecurity Program thru Hudson Communications. Motion made by John Boczar 2nd Steve Sekaina All Yes

Motion to accept the resignation of Matthew Anderson effective 9/3/26. Motion made by Steve Sekanina 2nd John Boczar All Yes

Motion to make an addition to employee handbook for employee background checks. Motion made by John Boczar 2nd Steve Sekanina All Yes

Motion to approve the purchase of 4 new chairs for living area, in the amount of \$3,400 plus shipping. Motion made by John Boczar 2nd Steve Sekanina All Yes

Motion to declare surplus on old chairs in living area at zero value. Motion made by John Boczar 2nd Steve Sekanina All Yes

Motion for Chief Rice to receive quotes for new embroidered jackets, motion with a limit of \$150 per jacket. Motion made by John Boczar 2nd Steve Sekanina All Yes

Chief Rice will be getting quote from Rakes Carpet for flooring in the training/meeting room.

The District's current protocol is with UH, there seem to be a lot of issues there now, so Chief Rice would like to switch to Cleveland Clinic. There will be no change with our crews under regional protocol, except our crew can turn in drug boxes 24-7 unlike UH. Charting system paid for by hospital system which is the same. Chief Rice would like a motion to change as of October 1st 2026 or as soon as possible. Motion made by Steve Sekanina 2nd John Boczar All Yes

Rural Health Care Grant-a federal grant to have health care be more accessible to rural areas. NAD has hired a grant writer and they will write a grant for the District and hopefully receive the grant.

419 rotors and pads were replaced but is making a noise and they said it might be shocks

Cot maintenance will be completed October 5th 2026 by Stryker

Chief Rice will have a second crew on for September 20th 2026, Jefferson Fire Dept is doing a training burn on State Rt 46.

We will be participating in the Trunk or Treat again this year.

The next board of directors meeting will be on October 14, 2026 at 1730 here at the Station.

Motion to adjourn @ 6:36 was made by John Boczar, 2nd by Steve Sekanina, All YES.

Submitted by:

Kelly Farina

Approved as Submitted:

John Boczar Chairperson

Payment Listing
September 2026

UAN v2026.2

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
496-2026	09/15/2026	08/19/2026	EW	Village of Jefferson	\$775.86	C
497-2026	09/15/2026	08/19/2026	EW	State Tax Ohio	\$1,241.82	C
504-2026	09/01/2026	08/19/2026	CH	Anthem BCBS	\$813.32	C
505-2026	09/01/2026	08/19/2026	CH	Anthem BCBS	\$9,099.19	C
506-2026	09/11/2026	08/25/2026	CH	Speedway	\$1,961.29	C
525-2026	09/04/2026	09/02/2026	EW	Ohio Deferred Comp	\$825.00	C
526-2026	09/09/2026	09/02/2026	EW	EFTPS	\$2,562.28	C
529-2026	09/02/2026	09/02/2026	CH	CHARTER COMMUNICATIONS	\$312.85	C
530-2026	09/02/2026	09/02/2026	CH	Village of Jefferson	\$95.72	C
531-2026	09/02/2026	09/02/2026	CH	THE ILLUMINATING COMPANY	\$807.57	C
554-2026	09/18/2026	09/17/2026	EW	Ohio Deferred Comp	\$825.00	C
557-2026	09/23/2026	09/17/2026	EW	EFTPS	\$2,620.75	C
558-2026	09/15/2026	09/17/2026	CH	Huntington National Bank	\$131.52	C
559-2026	09/17/2026	09/17/2026	CH	VISA	\$158.00	C
560-2026	09/17/2026	09/17/2026	CH	Huntington National Bank	\$2,292.36	C
561-2026	09/17/2026	09/17/2026	CH	Huntington National Bank	\$217.64	C
562-2026	09/17/2026	09/17/2026	CH	AT&T MOBILITY	\$202.62	C
563-2026	09/23/2026	09/23/2026	CH	ENBRIDGE GAS OHIO	\$83.66	C
564-2026	09/23/2026	09/23/2026	CH	Aqua Ohio	\$72.81	C
567-2026	09/30/2026	09/23/2026	EW	Ohio Public Employees Retirement System	\$17,664.70	C
589-2026	09/30/2026	09/30/2026	CH	THE ILLUMINATING COMPANY	\$727.81	C
590-2026	09/30/2026	09/30/2026	CH	CHARTER COMMUNICATIONS	\$312.85	O
17982	09/02/2026	09/02/2026	AW	Atwell's Police & Fire Equipment	\$273.00	C
17983	09/02/2026	09/02/2026	AW	PennCare	\$2,196.39	C
17984	09/02/2026	09/02/2026	AW	JACOB PEER	\$29.79	C
17985	09/02/2026	09/02/2026	AW	ASHTABULA COUNTY SHERIFF'S OFFICE	\$14,668.56	C
17986	09/02/2026	09/02/2026	AW	LOGAN PLATT	\$1,625.00	C
17987	09/09/2026	09/09/2026	AW	TLC ASPHALT & SEALCOATING LLC	\$1,850.00	C
17988	09/17/2026	09/17/2026	AW	JANITORS SUPPLY CO, INC.	\$219.42	C
17989	09/17/2026	09/17/2026	AW	Atwell's Police & Fire Equipment	\$91.00	O
17990	09/17/2026	09/17/2026	AW	CHRISTINA EDISON	\$90.00	C
17991	09/17/2026	09/17/2026	AW	EMS MANAGEMENT & CONSULTANTS, INC	\$4,566.37	O
17992	09/17/2026	09/17/2026	AW	Countryside Truck Service, Inc.	\$2,586.55	C
17993	09/17/2026	09/17/2026	AW	THOMAS RICKER	\$358.18	C
17994	09/17/2026	09/17/2026	AW	JACOB PEER	\$412.75	C
17995	09/17/2026	09/17/2026	AW	LYDIA JERINA	\$57.75	C
17996	09/18/2026	09/18/2026	AW	WORKING FIRE FURNITURE & MATTRESS	\$642.07	O
17997	09/23/2026	09/23/2026	AW	RAKES CARPET ONE	\$2,017.50	C
17998	09/23/2026	09/23/2026	AW	STANDARD INSURANCE CO	\$22.50	O
17999	09/23/2026	09/23/2026	AW	KELLY FARINA	\$478.70	O
Total Payments:					\$75,990.15	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$75,990.15	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM -

Bank Reconciliation

UAN v2026.2

Reconciled Date 9/30/2026

Posted 10/7/2026 12:05:43 PM

Prior UAN Balance:		\$517,377.74
Receipts:	+	\$269,439.99
Payments:	-	\$109,963.29
Adjustments:	+	\$0.00
Current UAN Balance as of 09/30/2026:		\$676,854.44
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 09/30/2026:		\$676,854.44
Entered Bank Balances as of 09/30/2026:		\$682,967.93
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$6,113.49
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 09/30/2026:		\$676,854.44

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 09/30/2026.

There are no outstanding adjustments as of 09/30/2026.

Outstanding Payments

UAN v2026.2

Reconciled Date 9/30/2026

Posted 10/7/2026 12:05:43 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	590-2026	09/30/2026	CHARTER COMMUNICATIONS	\$312.85
PRIMARY	Warrant	17989	09/17/2026	Atwell's Police & Fire Equipment	\$91.00
PRIMARY	Warrant	17991	09/17/2026	EMS MANAGEMENT & CONSULTANTS, INC	\$4,566.37
PRIMARY	Warrant	17996	09/18/2026	WORKING FIRE FURNITURE & MATTRESS CO	\$642.07
PRIMARY	Warrant	17998	09/23/2026	STANDARD INSURANCE CO	\$22.50
PRIMARY	Warrant	17999	09/23/2026	KELLY FARINA	\$478.70
					\$6,113.49

Agency Activity Summary

Jefferson Emergency Rescue

Agency: Jefferson Emergency Rescue | Data Source: ePCR | Service Date: Last Month

Total Number of ePCRs: 127

Total Number of Incidents: 123

By Branch

100 Jefferson Emergency Rescue = 127

7 - 2nd a/s
mutual aid
SCAD - 3
Pierpont - 2

Billing Disposition (ePCR Data Only)

	#	%		#	%
Treated/Transported	75	59.1%	Dead Prior To Arrival	2	1.6%
Treated / Transferred Care	N/A	N/A	Dead After Arrival	N/A	N/A
Treated/No Transport (AMA)	3	2.4%	Treat/Transported by Private Veh.	N/A	N/A
Treated / No Transport (Per Protocol)	2	1.6%	Assist	N/A	N/A
Transported / Refused Care	N/A	N/A	Other	19	15.0%
No Transport / Refused Care	17	13.4%	No Patient Found	N/A	N/A
Cancelled	9	7.1%			
Left Blank	N/A	N/A			

Unit Disposition (ePCR Data Only)

Description	#	%
Patient Contact Made	100	78.7%
No Patient Contact	3	2.4%
Non-Patient Incident (Not Otherwise Listed)	18	14.2%
Cancelled Prior to Arrival at Scene	5	3.9%
Cancelled on Scene	1	0.8%
Left Blank	0	0.0%
Total	127	100.0%

Patient Evaluation/Care Disposition (ePCR Data Only)

Description	#	%
Patient Evaluated and Care Provided	79	62.2%
Patient Evaluated and Refused Care	13	10.2%
Patient Refused Evaluation/Care	4	3.1%
Patient Evaluated, No Care Required	3	2.4%
Patient Support Services Provided	1	0.8%
Left Blank	27	21.3%
Total	127	100.0%

Crew Disposition (ePCR Data Only)

Description	#	%
Initiated and Continued Primary Care	79	62.2%
Back in Service, Care/Support Services Refused	4	3.1%
Left Blank	44	34.6%
Total	127	100.0%

Transport Disposition (ePCR Data Only)

Description	#	%
Transport by This EMS Unit (This Crew Only)	75	59.1%
Patient Refused Transport	4	3.1%
No Transport	3	2.4%
Left Blank	45	35.4%
Total	127	100.0%

<u>Run Type</u>	<u>#</u>	<u>%</u>		<u>#</u>	<u>%</u>
Emergency Runs	127	100.0%	Non-Emergency Runs	N/A	N/A
Stand By	4	3.1%	Stand By	N/A	N/A
Mutual Aid	5	3.9%	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A
Emergency Runs (Scheduled)	N/A	N/A	Non-Emergency Runs (Scheduled)	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit (ePCR Data Only)

<u>Unit</u>	<u>Total Runs</u>	<u>Treat/Transp</u>	<u>Treat/Transfer</u>	<u>Treat/No Transp(AMA)</u>	<u>Treat/No Transp(PP)</u>	<u>Transp/Ref. Care</u>	<u>Cancelled</u>	<u>Dead Prior Arr</u>	<u>Dead After Arr</u>	<u>T/T Priv Veh</u>	<u>No Trans/Ref. Care</u>	<u>Assist</u>	<u>Other</u>	<u>No Pat. Found</u>
JEF409	109	67	0	3	2	0	8	2	0	0	14	0	13	0
JEF419	14	8	0	0	0	0	1	0	0	0	2	0	3	0
JEF429	4	0	0	0	0	0	0	0	0	0	1	0	3	0
Total	127	75	0	3	2	0	9	2	0	0	17	0	19	0

Runs by Service Level (ePCR Data Only)

<u>Dispatched Service Level</u>	<u>#</u>	<u>%</u>	<u>Recommended Service Level</u>	<u>#</u>	<u>%</u>
BLS	77	60.6%	BLS	64	50.4%
ALS	50	39.4%	ALS1	62	48.8%
SCT	N/A	N/A	ALS2	1	0.8%
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (ePCR Data Only) (Multiple)

Insurance types may have been marked on a run

<u>Type</u>	<u>BLS</u>	<u>%</u>	<u>ALS1</u>	<u>%</u>	<u>ALS2</u>	<u>%</u>	<u>SCT</u>	<u>%Rotary Wing</u>	<u>%Fixed Wing</u>	<u>%</u>	<u>Total</u>	<u>%</u>
None	64	50.4%	62	48.8%	1	0.8%	N/A	N/A	N/A	N/A	127	100.0%

Runs by Primary PI (ePCR Data Only)

<u>Description</u>	<u>#</u>	<u>%</u>
Abdominal Pain	3	2.4%
Abnormal Labs	3	2.4%
Allergic Reaction	1	0.8%
Altered mental status	3	2.4%
Anxiety	4	3.1%
CHF / Congestive Heart Failure	1	0.8%
COPD with exacerbation	1	0.8%
CVA/Stroke	1	0.8%
Cardiac arrhythmia/dysrhythmia	1	0.8%
Chest Pain / Angina	4	3.1%
Common cold	1	0.8%
Croup	1	0.8%
Depression (acute)	1	0.8%
Diabetes / hypoglycemia	1	0.8%
Dizziness	3	2.4%
Dyspnea-SOB	4	3.1%
Eye pain	1	0.8%
GI -Bleed	1	0.8%
HYPERTENSION	1	0.8%
Headache (no trauma)	1	0.8%
MINOR / GENERAL INJURY	13	10.2%

Monitoring Required	3	2.4%
NON-TRAUMATIC ARM PAIN	2	1.6%
No Medical Problem	9	7.1%
Obvious Death	2	1.6%
Pain (Acute)	1	0.8%
Psychiatric Emerg.	2	1.6%
Respiratory distress, acute	1	0.8%
Seizures without status epilepticus	1	0.8%
Syncope/Fainting	1	0.8%
Trauma Injury	6	4.7%
Unknown Medical	10	7.9%
Vomiting	1	0.8%
Weakness	8	6.3%
<i>Left Blank</i>	30	23.6%
<i>Total</i>	127	100.0%

Runs by Dispatch (EMD) Code

<u>Description</u>	<u>#</u>	<u>%</u>
01A01 ABDOMINAL PAIN	12	9.4%
02C02 Allergic Reaction (Minor or Severe)	1	0.8%
04D02A ASSAULT	1	0.8%
05A02 BACK PAIN/ Injury related	1	0.8%
06C01 Respiratory Distress	6	4.7%
08A01 CO DETECTOR ALARM (with people not feeling well)	1	0.8%
09B01c DOA / NON-TRAUMATIC	2	1.6%
10A02 CHEST PAIN	6	4.7%
11D01 CHOKING	1	0.8%
12A01 SEIZURE	1	0.8%
13C03 DIABETIC ISSUE	2	1.6%
16A02 EYE INJURY	1	0.8%
17D04 FALL/ INJURY	3	2.4%
17D04J FALL/ NON-INJURY	3	2.4%
19C03 HEART PROB/ NOT CHEST PAIN	1	0.8%
21B01 MINOR LACERATION	1	0.8%
21B03 LACERATION / HEMORRAGE	1	0.8%
25A01 BEHAVIORAL/ SUICIDAL	2	1.6%
25A01V BEHAVIORAL/ PSYCHIATRIC -GENERAL	2	1.6%
26D01 SICK PERSON	17	13.4%
28C08G POSSIBLE STROKE	2	1.6%
29D01 MVC WITH INJURIES	1	0.8%
29D01A MVC UNKNOWN INJURIES	8	6.3%
30A02 GENERAL INJURY/ TRAUMA	1	0.8%
30B02 SPORTS RELATED INJURY/ TRAUMA	1	0.8%
31A01 UNCONSCIOUS / FAINTING	2	1.6%
32B02 UNK PROB/MEDICAL ALERT	26	20.5%
34 Lift Assist	9	7.1%
35 Standby Only	12	9.4%
<i>Left Blank</i>	0	0.0%
Total	127	100.0%

Transport From (Category)

	#	%
Home/Residence	62	48.8%
Facility	8	6.3%
Public Building	4	3.1%
Educational Ins.	1	0.8%
Street/Hwy	9	7.1%
Industrial Place	1	0.8%
Jail	5	3.9%
Unspecified	1	0.8%
Home/Residence - Mobile Home	1	0.8%
Home/Residence - Apartment	12	9.4%
Res. Custodial Facility - Nursing Home	10	7.9%
Educational Ins. - High School	2	1.6%
Religious Institution	1	0.8%
Public Building - Administrative	1	0.8%
Recreation/Sport - Athletic Field	3	2.4%
Private Commercial Establishment	4	3.1%
Facility - Other Ambulatory Health Services	1	0.8%
Industrial Place - Factory	1	0.8%
Total	127	100.0%

Transport From (Facility) (ePCR Data Only)

	#	%
--Left Blank--	127	100.0%
Total	127	100.0%

Transport To (Destination Facility) (ePCR Data Only)

	#	%
Ashtabula County Med Center	58	45.7%
--Left Blank--	52	40.9%
UH - GENEVA MEDICAL CENTER	17	13.4%
Total	127	100.0%

ADMINISTRATOR'S REPORT

October 5, 2026

To: Mayor Steven Sekanina and Members of Council

From: Andria R. Manor, Village Administrator

Reporting Period Ending: October 2, 2026

PROJECT STATUS

WASTEWATER TREATMENT PLANT

EQ Basin – OPWC R39

Contract awarded to Union Industrial.

Project Cost: \$1,728,000

Funding: \$386,000 Engineering Grant | \$500,000 WPCLF Loan

Clarifier – Phase 1 (OPWC R38)

Contract awarded to Union Industrial.

Project Cost: \$615,000

Funding: \$207,500 Grant | \$407,500 Loan

Clarifier – Phase 2 (OPWC R39)

Contract awarded to Union Industrial.

Project Cost: \$837,500

Funding: \$216,000 Grant | \$621,500 Loan

Clarifier – Phase 3 (OPWC R40)

Submitted to DOD/EPA and being resubmitted to OPWC R40.

Estimated Project Cost: \$389,000

Requested Funding: \$206,000 Grant | \$50,000 Loan

Engineer: Verdantas

STREETS & TRANSPORTATION

East Walnut Street

With council approval the contract will be awarded to Ronyak Paving Inc. Drainage work is planned for 2026, with paving scheduled for Spring 2027.

Project Cost: \$343,705.00

Grant Award: \$287,200

SS4A Traffic Study

Project is underway.

Project Cost: \$150,000

Engineer/Consultant: Verdantas

DEPARTMENT UPDATES

STREET DEPARTMENT

- The Street Department has removed all Military Banners for the winter. The banners were originally scheduled to be displayed from Memorial Day through Labor Day. They will be cleaned and stored to protect them from the harsh winter weather.
- The Street Department is preparing trucks, tractors, and snow removal equipment for the upcoming winter season.

ZONING & PLANNING

No updates at this time.

RECREATION DEPARTMENT

- Haunted Woods had a great turnout this year! The event brought in approximately \$3,100 over the two days.

WASTEWATER TREATMENT PLANT

- Received a recommendation letter from WWTP Supervisor Gary Licate requesting that Josh Artman and Tyler Maylish be moved from Step 1 to Step 2 of the current wage ordinance.

Village Of Jefferson

Net Allocation Report

Period Number: 21

Check Date: 10/16/2026

Payroll Period: 2026/10/16 Bi-Weekly 9/28-10/11

Period Dates: 09/28/2026 to 10/11/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000008654	ADMF030	GUERINI, RONI S.	Direct Deposit [***134]	\$1,513.08	\$1,163.25
0000008655	ADMF030	GUERINI, RONI S.	Direct Deposit [***832]	\$260.15	\$200.00
0000008656	ADMF030	GUERINI, RONI S.	Direct Deposit [***815]	\$546.31	\$420.00
0000008657	ADMF095	MANOR, ANDRIA RENE A	Direct Deposit [***188]	\$2,600.00	\$2,315.69
0000008658	FISCA020	ARCARO, JAMIE JEAN	Direct Deposit [***726]	\$2,456.00	\$2,197.53
0000008659	00124	BERKOWITZ, AMANDA L.	Direct Deposit [***844]	\$370.41	\$300.00
0000008660	00124	BERKOWITZ, AMANDA L.	Direct Deposit [***193]	\$1,825.18	\$1,478.24
0000008661	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***082]	\$2,723.13	\$2,121.48
0000008662	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***001]	\$32.09	\$25.00
0000008663	00123	Cudnik, John M.	Direct Deposit [***584]	\$2,080.80	\$1,639.54
0000008664	00104	CUMMINS, JEROMEY W.	Direct Deposit [***008]	\$2,769.62	\$2,069.26
0000008665	POLF920	DYE, WILLIAM DAVID	Direct Deposit [***950]	\$3,423.96	\$2,580.19
0000008666	POLF360	LACHEY, GREGORY F.	Direct Deposit [***209]	\$590.28	\$450.00
0000008667	POLF360	LACHEY, GREGORY F.	Direct Deposit [***638]	\$2,311.63	\$1,762.29
0000008668	00100	MACKENSEN, CHRISTOPHER W.	Direct Deposit [***940]	\$3,383.52	\$2,572.00
0000008669	1000	MONROE, ELIJAH K.	Direct Deposit [***974]	\$1,588.90	\$1,366.40
0000008670	POLF060	NELSON, GARY W.	Direct Deposit [***118]	\$3,476.99	\$2,647.59
0000008671	00121	SCHOR, JOSEPH GENE	Direct Deposit [***543]	\$102.21	\$97.56
0000008672	REC570	SWEENEY, KATIE L.	Direct Deposit [***287]	\$2,500.67	\$2,079.17
0000008673	RECP460	ATKINS, MICHELLE E.	Direct Deposit [***891]	\$894.53	\$836.61
0000008674	RECP640	BOOMHOWER, RICKY L.	Direct Deposit [***207]	\$663.20	\$553.02
0000008675	RECPT590	DICKSON, LISA REAANNE	Direct Deposit [***486]	\$1,239.98	\$1,115.05
0000008676	RECP600	SARDELLA, KAREN ELIZABETH	Direct Deposit [***153]	\$423.46	\$384.19
0000008677	RECP580	WIDGER, KIMBERLY ANN	Direct Deposit [***838]	\$555.10	\$504.84
0000008678	STR360	BENTLEY, BRAD A.	Direct Deposit [***856]	\$1,721.90	\$1,430.79
0000008679	STRF320	BONCIMINO, ELLIOTT T.	Direct Deposit [***654]	\$2,119.82	\$1,511.04
0000008680	00122	BURR, BLAZE P.	Direct Deposit [***247]	\$2,563.73	\$2,105.35
0000008681	STRF3501	DEAN, RICHARD LEE	Direct Deposit [***005]	\$1,921.60	\$1,510.43
0000008682	00120	HITCHCOCK, WILLIAM D.	Direct Deposit [***457]	\$2,427.20	\$1,972.57
0000008683	STRF240	NORRIS, JON W.	Direct Deposit [***294]	\$1,921.60	\$1,521.24
0000008684	00117	ARTMAN, JOSHUA JAMES	Direct Deposit [***902]	\$2,570.66	\$1,982.96
0000008685	WASF010	LICATE, GARY H.	Direct Deposit [***280]	\$360.63	\$300.00
0000008686	WASF010	LICATE, GARY H.	Direct Deposit [***746]	\$2,857.34	\$2,376.96
0000008687	00119	MAYLISH, TYLER J.	Direct Deposit [***751]	\$326.39	\$250.00
0000008688	00119	MAYLISH, TYLER J.	Direct Deposit [***209]	\$2,032.01	\$1,556.43
Direct Deposit (ACH file) Total:				\$59,154.08	\$47,396.67
Grand Total:				\$59,154.08	\$47,396.67

Village Of Jefferson

Special Pay Analysis

Payroll Period: 2026/10/16 Bi-Weekly 9/28-10/11

Emp Number	Name	Pay Code	Hours	Amount
POLP910	ABBOTT, MARIA ELENA	O- OVERTIME	3	\$967.22
WASF140	ARTMAN, JOSHUA JAMES	O- OVERTIME	5	\$212.26
INCF080	BERKOWITZ, AMANDA L.	O- OVERTIME	1	\$20.39
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME		\$15.32
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME	1	\$30.65
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME	1	\$30.65
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$54.61
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$27.31
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$54.61
POLF910	CUMMINS, JEROMEY W.	O- OVERTIME	15	\$601.62
POLF920	DYE, WILLIAM DAVID	O- OVERTIME	32	\$1,211.96
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$1.74
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$2.17
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$0.43
POLF360	LACHEY, GREGORY F.	O- OVERTIME	15	\$620.31
WASF010	LICATE, GARY H.	O- OVERTIME	7	\$387.83
POLF940	MONROE, ELIJAH K.	U- UNIFORM ALLOWANCE		(\$253.90)
POLF060	NELSON, GARY W.	O- OVERTIME	31	\$1,264.99
RECF570	SWEENEY, KATIE L.	O- OVERTIME	20	\$691.87
Grand Total:			132	\$5,942.04

RESOLUTION NO. 2026-R-3466

A RESOLUTION AUTHORIZING THE VILLAGE MAYOR TO ENTER INTO A CRA AGREEMENT WITH 40 CHESTNUT LLC

WHEREAS, the Council of the Village of Jefferson established a Community Reinvestment Area Tax Incentive Program which is codified as Chapter 894 of the Village of Jefferson's Codified Ordinances;

WHEREAS, the Village of Jefferson received a Commercial/Industrial Application For Exemption From Taxation pursuant to Chapter 894 of the Village of Jefferson's Codified Ordinances from 40 Chestnut LLC, the owner of the real property and premises located at 40-44 N. Chestnut Street in the Village of Jefferson and further identified as Permanent Parcel Number 26-034-00-092-00 in the Ashtabula County Auditor's Office;

WHEREAS, the Council of the Village of Jefferson has received a proposed CRA Agreement containing the terms requested by 40 Chestnut LLC for the requested Community Reinvestment Area Agreement; and

WHEREAS, the Council for the Village of Jefferson desires to enter into the proposed CRA Agreement with 40 Chestnut LLC pursuant to Chapter 894 of the Village of Jefferson Codified Ordinances and Ohio Revised Code Section 3735.671.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, COUNTY OF ASHTABULA, AND STATE OF OHIO, THAT:

Section 1: The Council of the Village of Jefferson hereby authorizes the Mayor to enter into the CRA Agreement containing the terms in the proposed CRA Agreement that is attached hereto.

Section 2: It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: This Ordinance shall take effect and be in force from and immediately upon its passage.

Passed by Council on the _____ **day of** _____ **2026.**

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

CRA AGREEMENT

This Community Reinvestment Area Agreement ("Agreement") is made and entered into by and among the Village of Jefferson ("Village"), a municipal corporation in the State of Ohio ("State"), and 40 Chestnut LLC/Brian and Jennifer Diehl("Property Owner"), 40-44 Chestnut Street Jefferson, Ohio 44047(address).

WITNESSETH:

WHEREAS, the Village desires to pursue all reasonable and legitimate incentive measures to assist, encourage and stimulate development throughout the Village of Jefferson that have not enjoyed sufficient reinvestment from remodeling or new construction; and

WHEREAS, the Village, by Ordinance 2024-O-3344, adopted by the Council for the Village on October 7, 2024 ("CRA Legislation") created a Community Reinvestment Area ("CRA") designated as the area depicted in Exhibit A to the CRA Legislation pursuant to Ohio Revised Code ("R.C.") Sections 3735.65 through 3735.70 ("CRA Act"), and authorized a real property tax exemption for the construction of new structures and/or the remodeling of existing structures in the CRA in accordance with the CRA Act and Chapter 894 of the Codified Ordinances of the Village of Jefferson; and

WHEREAS, the Property Owner owns real property located within the Village and the CRA, as described in Exhibit 1 attached hereto ("Project Site"); and

WHEREAS, the Property Owner has submitted to the Village an application for a community reinvestment area agreement ("Application"), a copy of which is attached hereto as Exhibit 2; and

WHEREAS, the Property Owner proposes to perform new construction or remodeling of the Project Site as stated and/or described in the Application; and

WHEREAS, the Village and the Property Owner, pursuant to R.C. Section 3735.67 and 3735.67(A), desire to formalize their agreement with respect to the matters hereinafter contained; and

WHEREAS, the Property Owner has requested that 75 % of the assessed valuation of new construction or remodeling to be performed on the Project Site be exempted for a period of 15 years pursuant to Chapter 894 of the Codified Ordinances of the Village of Jefferson and the CRA Act; and

WHEREAS, the Project Site is located in the Jefferson Area Local Schools ("JALS") and Ashtabula County Technical & Career Center ("A-Tech") District, and the board of education for each has been notified of the proposed approval of this Agreement in accordance with R.C. Sections 5709.83 and has been given a copy of the Application and a draft of this Agreement; and

WHEREAS, approval by the JALS and A-Tech is not necessary pursuant to R.C. Section 3735.671(A)(2); and

WHEREAS, the Village, by Ordinance No. 2024-O-3344, adopted on October 7, 2024, has approved the terms of this Agreement and authorized its execution by the Village Mayor on behalf of the Village; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the receipt and sufficiency of which are hereby acknowledged, the parties herein agree as follows:

1. The Property Owner agrees that the investments to be made by the Property Owner at the Project Site shall be consistent with the representations made in the Application including the good faith estimates contained therein.
2. The Property Owner acknowledges and agrees that the starting date for the remodeling or new construction shall be October 1, 2026 and the estimated completion date is no later than June 30, 2026.
3. The Property Owner agrees to provide to the Tax Incentive Review Council any information reasonably required by the council to evaluate the applicant's compliance with the Agreement;
4. The Village hereby grants a 15 year, 75% real property tax exemption pursuant to the CRA Act and the CRA Legislation. The exemption commences the first year such real property improvement would first be taxable were that property not hereby exempted from taxation following completion of the remodeling or new construction.
5. The Property Owner acknowledges and agrees that the tax exemption contemplated herein is subject to the filing of a real property tax exemption application with the Housing Officer designed by the Village for the CRA prior to the beginning of the remodeling or new construction and that Property Owner must promptly notify the Housing Officer when the remodeling or construction is completed. Once the Property Owner notifies the Housing Officer that the remodeling or construction is completed, the Housing Officer shall promptly certify the tax exemption to the Ashtabula County Auditor.
6. The Property Owner agrees that the Property Owner shall pay all real property taxes for the Project Site that are not exempted under this Agreement as required by law. The Property Owner further agrees that if the Property Owner fails to pay such taxes and such failure is not corrected within thirty (30) days of written notice thereof to the Property Owner, all exemptions from taxation granted under this Agreement are rescinded beginning with the year for which such unpaid taxes are charged and thereafter.'
7. The Village shall perform such acts as are reasonably necessary or appropriate to approve, effect, claim, reserve, preserve and maintain the exemptions from taxation granted under this Agreement provided the Property Owner is not in default of any of the terms of this Agreement.
8. The Property Owner agrees and certifies that the Property Owner does not owe any delinquent property taxes or taxes for which the Property Owner is liable under Chapters

5735, 5739, 5741, 5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, the Property Owner certifies that the Property Owner is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy, or has had a bankruptcy petition filed against the Property Owner;

9. If the Property Owner materially fails to fulfill its obligations under this Agreement and such failure is not corrected within thirty (30) days of written notice thereof to such Property Owner (provided, however, that such opportunity to cure such default shall not, under any circumstance, and notwithstanding anything to the contrary in this Agreement, toll or otherwise suspend any obligation of the Property Owner to pay any non-exempt taxes), or if it has been finally adjudicated that the certification as to delinquent taxes required by this Agreement is fraudulent, the Village may terminate, suspend or modify the exemptions from taxation granted under this Agreement from the date of the material failure.
10. The Property Owner acknowledges and agrees that that this Agreement is not transferable or assignable without the Village's express, written approval. As a condition to the right to receive tax exemptions as set forth in this Agreement, each transferee or assignee ("Transferee") shall execute and deliver to the Village an Assignment And Assumption Agreement wherein such Transferee (i) assumes all obligations of the Property Owner under this Agreement, and (ii) certifies to the validity, as to the Transferee, of the representations, warranties and covenants contained herein and in the Assignment And Assumption Agreement. Upon receipt by the Village of such Assignment And Assumption Agreement, the Village Council shall determine whether the Transferee is using or will use the Project Site in a manner consistent with the project as described in the Application with respect to the Project Site. If the Village Council makes such a positive determination, the Village shall execute the Assignment And Assumption Agreement and the Transferee shall have all entitlements and rights to tax exemptions, and obligations, as the Property Owner under this Agreement, in the same manner and with like effect as if the Transferee had been the original Property Owner and a signatory to this Agreement.
11. The Property Owner acknowledges and agrees that the Village has the authority to revoke this Agreement upon notification to the Village that the Property Owner is in noncompliance with the terms of this Agreement and/or the terms of the CRA Legislation.
12. The Property Owner acknowledges and agrees that the Property Owner shall provide to the Village an estimate of the following to the Village when submitting its Application: (1) the number of employment opportunities created due to the remodeling or construction, as well as the payroll attributable to those opportunities; and (2) the number of employment opportunities retained due to the remodeling or construction, as well as the payroll attributable to those opportunities.
13. The Property Owner acknowledges and agrees that the Village may recover already-received benefits by the Property Owner, which may include an action brought in law or in equity. The Property Owner specifically agrees and grants to the Village a lien on the exempted property in the amount to be recovered for the already-received benefits and that the lien shall attach, and may be perfected, collected, and enforced, in the same manner as a

mortgage lien on real property, and otherwise shall have the same force and effect as a mortgage lien on real property.

14. The Property Owner acknowledges and agrees that this Agreement must be approved by formal actions of the Village as a condition for this Agreement to take effect. This Agreement takes effect upon such approval. Because this Agreement was approved by Ordinance No. 2024-O-3344 of the Village Council on October 7, 2024, this Agreement shall be effective upon its execution.
15. This Agreement may be signed in one or more counterparts or duplicate signature pages with the same force and effect as if all required signatures were contained in a single original instrument. Any one or more of such counterparts or duplicate signature pages may be removed from any one or more original copies of this Agreement and annexed to other counterparts or duplicate signature pages to form a completely executed original instrument.
16. If any provision of this Agreement or the application of any such provision to any such person or any circumstance shall be determined to be invalid or unenforceable, then such determination shall not affect any other provision of this Agreement or the application of such provision to any other person or circumstance, all of which other provisions shall remain in full force and effect. If any provision of this Agreement is capable of two constructions one of which would render the provision valid, then such provision shall have the meaning which renders it valid.
17. The Property Owner covenants and agrees that the Property Owner is prohibited from challenging the validity of this Agreement or the CRA. In that regard, the Property Owner waives any defects in any proceedings related to the CRA or this Agreement. If the validity of the CRA or this Agreement is challenged by any entity or individual, whether private or public, the Property Owner shall advocate diligently and in good faith in support of the validity of the CRA and this Agreement.
18. Any notices, statements, acknowledgements, consents, approvals, certificates or requests required to be given on behalf of any party to this Agreement shall be made in writing addressed as follows and sent by (i) registered or certified mail, return receipt requested, and shall be deemed delivered when the return receipt is signed, refused or unclaimed, (ii) by nationally recognized overnight delivery courier service and shall be deemed delivered the next business day after acceptance by the courier service with instructions for next-business-day delivery, or (iii) by facsimile transmission and shall be deemed delivered upon receipt of confirmation of transmission:

If to the Village, to:
Village of Jefferson
c/o Housing Officer
27 E. Jefferson Street
Jefferson, Ohio 44047

With a copy to:
Jason L. Fairchild, Esq.
4810 State Road
Ashtabula, Ohio 44004
If to Property Owner, to:

With a copy to:

or to any such other addresses as may be specified by any party, from time to time, by prior written notification.

19. The Property Owner affirmatively covenants that it has made no false statements to the State or any local political subdivision in the process of obtaining approval of the CRA tax exemptions; and that it does not owe: (i) any delinquent taxes to the State or a political subdivision of the State; (ii) any moneys to the State or a State agency for the administration or enforcement of any environmental laws of the State; and (3) any other moneys to the State, a State agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not. If any representative of the Property Owner has knowingly made a false statement to the State or any local political subdivision to obtain the CRA tax exemptions, such Property Owner shall be required to immediately return all benefits received by it under this Agreement pursuant to R.C. Section 9.66(C)(2) and such Property Owner shall be ineligible for any future economic development assistance from the State, any State agency or a political subdivision pursuant to R.C. Section 9.66(C)(1). Any person who provides a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to R.C. Section 2921.13(D)(1), which is punishable by a fine of not more than \$1,000 and/or a term of imprisonment of not more than six (6) months.
20. Upon request of the Property Owner, the Village shall execute and deliver to the Property Owner or any proposed purchaser, mortgagee or lessee a certificate stating: (a) that the Agreement is in full force and effect, if the same is true; (b) that the Property Owner is not in default under any of the terms, covenants or conditions of the Agreement, or if the Property Owner is in default, specifying same; and (c) such other matters as the Property Owner reasonably requests.

21. This Agreement and CRA Legislation constitute the entire agreement between the Property Owner and the Village pertaining to the subject matter contained herein and therein and supersede all other prior or contemporaneous agreements or understandings between the Property Owner and the Village in connection with such subject matter.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives to be effective as of _____, 20____.

VILLAGE OF JEFFERSON, ASHTABULA COUNTY, OHIO

By: _____

Printed Name: _____

Title: Village Mayor

By Resolution No. _____ R _____ dated _____,
20____ Verified and Certified

Fiscal Officer

Name of Property Owner

By: _____

Printed Name: _____

Title: _____

STATE OF OHIO)
)
COUNTY OF ASHTABULA) SS:

 The foregoing instrument was signed and acknowledged before me this ____ day of _____, 20____, by _____, the Mayor of the Village of Jefferson, a municipal corporation of the State of Ohio, on behalf of the municipal corporation.

NOTARY PUBLIC

STATE OF _____)
)
COUNTY OF _____) SS:

 The foregoing instrument was signed and acknowledged before me this ____ day of _____, 20____, by _____, the _____ of _____, a(n) _____ on behalf of the _____.

NOTARY PUBLIC

RESOLUTION NO. 2026-R-3465

A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER TO PURCHASE AND USE “EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY POLICY” THROUGH THE PUBLIC ENTITIES POOL (PEP) INSTEAD OF INDIVIDUAL SURETY BONDS FOR OFFICERS, EMPLOYEES, AND APPOINTEES

WHEREAS, the Council of the Village of Jefferson in the County of Ashtabula is a member of the Public Entities Pool (PEP), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter “ORC,” 2744.081; and

WHEREAS, in accordance with ORC 3.061, the “political subdivision”, (meaning counties, townships, municipal corporation including villages and cities) must adopt a policy by resolution to allow the use of an “employee dishonesty and faithful performance of duty” coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
3. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
4. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the PEP coverage agreement and affirm that the public entity’s coverage complies with ORC 3.061. Said approval shall be obtained by the Village of Jefferson in Ashtabula County.

WHEREAS, the Village of Jefferson, in Ashtabula County’s “employee dishonesty and faithful performance of duty policy” through the PEP coverage document complies with ORC 3.061; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, COUNTY OF ASHTABULA, AND STATE OF OHIO, THAT ON THIS DATE:

Section 1: The Council of the Village of Jefferson in Ashtabula County hereby authorizes the public entity through its Fiscal Officer to purchase and use “employee dishonesty and faithful performance of duty policy” through PEP instead of individual

surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

Section 2: It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: This Ordinance shall take effect and be in full force at the earliest period allowed by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

RESOLUTION NO. 2026-R-3467

**A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS
DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING
THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR, AND DECLARING AN EMERGENCY**

WHEREAS, the Council of the Village of Jefferson, Ashtabula County Ohio, met in Regular session on the 19th day of October, 2026, at Village Hall with the following members present: Steve Fabel, Jennifer Skinner, Nick Belden, Pat Bradek, Karen Roderick and Lon Damon. Councilperson _____ moved for the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2027; and

WHEREAS, the Budget Commission of Ashtabula County, Ohio has certified its action thereon to this Council together with an estimate of the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill limitation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFESON, OHIO, THAT:

SECTION 1. That the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

SECTION 2. That there be, and is hereby levied on the tax duplicate of the Village of Jefferson the rate of each tax necessary to be levied within and without the ten mill limitations as shown on the attached Schedule A and B.

SECTION 3. That the Fiscal Officer of this Council be, and she is hereby directed to certify a copy to the Ashtabula County Auditor.

SECTION 3. It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Sections 121.22 of the Ohio Revised Code.

SECTION 4. The Resolution is hereby declared to be and is passed as an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Jefferson, and for the reason to submit this necessary resolution before the deadline of October 31, 2026 as imposed under the law of the State of Ohio.

Councilperson _____, seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Councilman Steve Fabel
Councilwoman Jennifer Skinner
Councilman Nick Belden
Councilwoman Pat Bradek
Councilwoman Karen Roderick
Councilman Lon Damon

Passed by Council on the ____ day of _____, 2026.

____ Yeas ____ Nays

AUTHENTICATION:

Jamie Arcaro
Village Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

CERTIFICATE OF COPY
Original on File

The State of Ohio, County of Ashtabula

Jamie Arcaro, Fiscal Officer of the Council of the Village of Jefferson, within and for said county, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature this ____ day of October, 2026.

JAMIE ARCARO, Fiscal Officer

No. _____

Council of the Village of Jefferson, Ashtabula County, Ohio

RESOLUTION

ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY AUDITOR

(Village Council)

Adopted _____, 2026

Fiscal Officer

Filed _____, 2026

County Auditor

By _____
Deputy

RESOLUTION NO. 2026-R-3469

A RESOLUTION CREATING A WEIGHT ROOM AUTO-PAY MEMBERSHIP INCENTIVE PROGRAM FOR THE JEFFERSON COMMUNITY RECREATION CENTER

WHEREAS, the Council of the Village of Jefferson desires to implement a discounted monthly membership rate for those weight room memberships at the Jefferson Community Recreation Center who enroll in automatic monthly payments;

WHEREAS, the Council of the Village of Jefferson believes this program discount program will encourage more members to enroll in automatic payments while at the same create a more consistent and predictable revenue stream for the Jefferson Community Recreation Center; and

WHEREAS, the Council of the Village of Jefferson believes this program will reduce the amount of staff time used contacting members regarding expired memberships, missed payments and monthly renewals.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, THAT:

SECTION 1. The Council of the Village of Jefferson hereby adopts a weight-room auto-pay membership incentive program for the Jefferson Community Recreation Center which provides for a \$2.00 reduction in the monthly membership fee for all members of the weight room that enroll in auto-pay for the payment of the member's monthly membership fees with the Village of Jefferson Recreation Center with an effective date of January 1, 2027.

SECTION 2. It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in full force at the earliest period allowed by law.

Passed by Council on the _____ day of _____, 2026.
_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

Recurring Credit Card Payment Authorization

You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be provided to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

_____ authorize Jefferson Community Recreation Center to charge my
(Cardholder's Name) (Merchant's Name)

Credit Card indicated below for\$ _____ on the _____ of
(Amount\$) (day)
each _____. There is a minimum of a **\$2** processing fee or up to a **3.25%**
fee. (week, month, etc.)

Billing Information

Billing Address _____ Phone # _____
City, State, Zip _____ Email _____

Card Details

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Cardholder Name _____
Account/CC Number _____
Expiration Date ____/____
CVV _____
Zip Code _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Jefferson Community Recreation Center in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I acknowledge that the origination of Credit Card transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this Credit Card and will not dispute these scheduled transactions; so long as the transactions correspond to the terms indicated in this authorization form. I acknowledge that the credit card information being provided above is not maintained in the third party point of sale system utilized by the Jefferson Community Recreation Center and I authorize the Jefferson Community Recreation Center to maintain this information in its file(s) for its use as stated herein.

SIGNATURE _____
(Cardholder's Signature)

DATE _____

RESOLUTION NO. 2026-R-3470

**A RESOLUTION AMENDING SECTION 4.13 OF THE VILLAGE OF JEFFERSON
EMPLOYEE HANDBOOK/PERSONNEL POLICY MANUAL
DATED FEBRUARY 1, 2025 AND ADOPTING SAME**

WHEREAS, the Village of Jefferson, Ohio desires to amend Section 4.13 Additional Miscellaneous Benefits of the Village of Jefferson Employee Handbook/Personnel Policy Manual dated February 1, 2025 to provide a weight room membership benefit to all employees of the Village of Jefferson; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, THAT:

SECTION 1. Council for the Village of Jefferson hereby amends Section 4.13 Additional Miscellaneous Benefits of the Village of Jefferson's Employee Handbook/Personnel Policy Manual with an effective date of February 1, 2025 to provide a weight room membership benefit to all employees of the Village of Jefferson, a copy of the amended Section 4.13 is attached hereto and hereby adopts same.

SECTION 2. It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in full legal force and effect from and after the earliest period allowed by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

RESOLUTION NO. 2026-R-3468

**A RESOLUTION AMENDING SECTION 5.11 OF THE VILLAGE OF JEFFERSON
EMPLOYEE HANDBOOK/PERSONNEL POLICY MANUAL
DATED FEBRUARY 1, 2025 AND ADOPTS SAME**

WHEREAS, the Village of Jefferson, Ohio desires to amend Section 5.11 of the Village of Jefferson Employee Handbook/Personnel Policy Manual dated February 1, 2025 to provide guidance for the employees of the Village of Jefferson regarding the Village of Jefferson's driver vehicle safety policy and vehicle use; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, THAT:

SECTION 1. Council for the Village of Jefferson hereby amends Section 5.11 of the Village of Jefferson's Employee Handbook/Personnel Policy Manual with an effective date of February 1, 2025 to provide guidance for the employees of the Village of Jefferson regarding the Village of Jefferson's driver vehicle safety policy and vehicle use, a copy of the amended Section 5.11 is attached hereto and adopts same.

SECTION 2. It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in full legal force and effect from and after the earliest period allowed by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

SECTION 5.11 DRIVER VEHICLE SAFETY POLICY & VEHICLE USE

A. PURPOSE

To establish policy guidelines for Village employees, ensure professional conduct and behavior, and list the Village's expectations in the provision of orderly and cost efficient services to its citizens.

B. STATEMENT OF POLICY

This policy provides the authorization of a Village Vehicle Pool Program and establishes the guidelines for the utilization of Village-owned vehicles. Department heads who are able to demonstrate the need for assigning a vehicle to personnel on a "take-home" basis are allowed to do so under the parameters of this policy.

Note: Employees who choose to reside outside the boundaries of the Village shall not be allowed the privilege of utilizing a Village vehicle for "take-home" purposes without written approval by the Mayor or Village Administrator.

Vehicles are essential in accomplishing job duties and are expensive and may be difficult to replace. When using Village property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

An employee's supervisor is to be notified if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action pursuant to Section 6 of this Manual, up to and including termination of employment.

C. MOTOR VEHICLE RECORDS AND CONSENT FORM

It is the policy of the Village that every employee who may drive a Village-owned vehicle must maintain a motor vehicle record (MVR) that meets the requirements set forth by the Village's motor vehicle insurance provider. As part of this policy, it shall be the duty of the employee to notify his/her supervisor of any of the following changes to his/her MVR/license status:

- Suspended or revoked license;
- Driver privileges ordered by a Court;
- Loss of CDL or specialty endorsement; and
- Having obtained 6 points or more on his/her MVR.

The standards for MVR's are as follows:

- All employees shall sign the Motor Vehicle Records Release Agreement and have their MVR checked during the hiring process and then annually with a signed agreement;
- All employees must be at least 18 years of age and have a current valid driver's license in order to operate a Village-owned vehicle;
- Only CDL holders will drive CDL required vehicles;
- All employees having an OVI with work privileges can only drive to and from work with their personal vehicle, not with a Village owned vehicle or with any other vehicle for work responsibilities;
- No employee will be authorized to drive Village-owned vehicles with any major violations on his/her MVR;
- An employee's minor violations will be evaluated during the annual MVR review;
- No employee will be authorized to drive Village-owned vehicles when he/she has a total of six (6) or more points from any type of violation on his/her MVR.

Major Violations shall include the following:

- Driving under the influence of alcohol/drugs (OVI);
- Failure to stop/report an accident;
- Reckless driving/speeding contest;
- Driving while impaired;
- Homicide, manslaughter or assault arising out of the use of a vehicle;
- Making a false accident report;
- Driving with a suspended/revoked license; and
- Attempting to and/or fleeing/eluding a police officer/Failure to stop.

Minor Violations shall include any moving violation other than a Major Violation as defined above, to include, but not be limited to the following:

- Speeding;
- Failure to obey a traffic control device;
- Driving with a suspended/revoked registration; and
- Driving an unregistered vehicle.

The following will not count against an employee as a violation unless points are assessed and accumulated:

SECTION 5.11 – DRIVER VEHICLE SAFETY POLICY & VEHICLE USE

- Motor vehicle equipment, load or size requirements;
- Improper failure to display license plates;
- Failure to sign or display registration;
- Failure to have driver's license in possession (if valid license exists); and
- A minor violation in which the driver has been charged with an accident and no points were assessed.

Any exceptions to these guidelines must be referred to the Village Council for approval.

D. USE OF VILLAGE VEHICLES

Village-owned vehicles are currently assigned to the Chief of Police, and K-9 Officer due to the nature of their positions in serving the community, their interaction with the community on a 24/7 basis, and the need for immediate and prompt responses to incidents. Additionally, the Mayor or designee may assign a certain limited number of vehicles to the primary service responders in their respective departments.

The criteria for judging a primary service responder is as follows:

- For maximized efficiency of service to the residents of the Village, the primary service responder may require a vehicle with specialized tools or equipment.
- It is cost effective for the employee to drive directly from his or her place of residence to the site of an incident and time is a crucial element in controlling personal property losses or damage to Village facilities or equipment.

The appropriate department supervisor is responsible for the:

- Assignment of vehicles to personnel;
- Continuous monitoring of general maintenance (i.e., oil & brake fluid levels, etc.) of assigned vehicles and the prompt notification of any potential mechanical problems to Supervisor; and
- Notification to Supervisor when a vehicle is not being utilized, thus becoming available for possible use by other Village employees.

Vehicles will not be utilized for personal transportation from an employee's home to the office or vice versa, unless the following "take-home" purposes apply:

- To enable the employee to report directly to a job site at the beginning of the next days' work shift, as it may change on a daily basis; or
- To provide direct transportation for an employee to attend a conference or seminar at the beginning of the next days' work schedule.

E. DRIVER'S LICENSE VALIDITY

Employees using Village vehicles must possess a valid Ohio driver's license of a level in keeping with the operational requirements of the vehicle assigned (i.e., CDL is required for operation of commercial grade truck, etc.).

Employees with restricted licenses must bring the restrictions to the attention of the his or her Supervisor before the use of a Village vehicle is approved. The employee's supervisor shall approve vehicle use only to the extent to which the employee's license is restricted.

Each vehicle operator must inform his or her Supervisor immediately whenever any of the following occur:

- temporary restrictions on driver's license;
- whenever convicted of a moving violation;
- permanent restriction of driver's license; and/or
- convicted of driving while under the influence of alcohol/drugs.

If a driver's license is suspended or revoked, the employee shall immediately notify his or her supervisor.

F. LAWFUL OPERATION

During the workday (including the lunch hour), driving any vehicle after consuming alcohol or under the influence of other self-administered drugs, except prescribed medication that does not impair vehicle operation, is prohibited. The driver shall not operate a vehicle while using any illegally obtained controlled substance(s), regardless of impairment.

Drivers shall comply with all applicable state and local driving laws and parking regulations. Safety restraints as provided by law shall be used by all occupants of the vehicle at all times.

Any moving or parking violation and subsequent fine occurring while using a Village-owned vehicle is the responsibility of the employee. Any fines incurred shall be paid or otherwise resolved promptly by the driver. Employees shall immediately notify their supervisor upon receiving a violation in a Village vehicle.

Whenever possible, "car-pooling" should be utilized as it relates to work crews.

Smoking is not permitted in any Village-owned vehicle.

SECTION 5.11 – DRIVER VEHICLE SAFETY POLICY & VEHICLE USE

G. ACCIDENTS

An accident is defined to be **any** event in which a vehicle either strikes or is struck by another vehicle, object or person. No visible damage is required to be classified as an accident.

If you are involved in an accident, your first duty, as a driver, is to take the necessary precautions to protect the scene so that further damage or injuries do not occur.

WHEN INVOLVED IN AN ACCIDENT, THE FOLLOWING RULES SHALL BE ADHERED TO:

- notify authorities and request a formal report be completed;
- record the names and addresses of witnesses;
- if a witness refuses to give their name, get their license number along with the make and model of the vehicle;
- draw a diagram of the scene of the accident; and
- complete a Village accident report form, which should be located in the vehicle's glove compartment.

DO NOT:

- give statements or sign anything other than those items absolutely necessary for the police report;
- re-position your vehicle until the police arrive unless it creates a further hazard;
- employees shall not issue a verbal statement to insurance agencies or adjusters for the other parties involved in an accident;
- admit responsibility or agree to pay for anything; and/or
- argue responsibility for the ticket.

Post-Accident Reporting

Post-accident substance testing is required for all drivers of Village vehicles involved in an accident. If an employee refuses these tests, it may result in disciplinary action pursuant to Section 6 of this Manual, up to and including termination of employment.

An accident report is to be completed within twenty-four (24) hours of the accident. The report will be distributed to the Mayor, Village Administrator, Supervisor and the Fiscal Officer.

Supervisors and department heads must ensure that all accidents are reported properly.

H. UNAUTHORIZED USE

Vehicles are to be used in connection with Village business activities. Under no circumstances shall a Village vehicle be used for towing, pushing, or pulling another vehicle or other object, unless it is specifically designed to do so. Only trained and authorized employees shall be allowed to operate such vehicles for these specific purposes.

Authorized drivers must never allow hitchhikers or unauthorized riders.

Jefferson Village

Steven Sekanina
Jefferson Village Mayor



27 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-3941
Fax (440) 576-5548
Email:
sekanina.steve@jeffersonohio.us

October 8, 2026

Members of Village Council,

In November 2025 I appointed Joe Edison and Dave Farima to the newly created positions of Interim Fire Chief and Interim Assistant Fire Chief. The positions became effective December 1, 2025. The interim positions were created to ensure that the Jefferson Fire Department had the right leadership in place to promote teamwork, training, safety, public engagement, and technology updates.

After nearly one year I am pleased to report that the Jefferson Fire Department is thriving. Through September of 2026 Vs 2025, runs are up by 50%, Training hours are up by 30%, Inspections are up by 40%, and event participation hours are up by 98% to highlight just a few of the metrics. The team of officers including our three Captains have supported Joe and Dave and have participated in a combined 780 runs. The department has updated record keeping, implemented modern technologies with electronic communication enhancements and is migrating away from paper to digital record keeping and has an increased social media presence. Our firefighters have participated in numerous training classes including fire instructor training and various fire fighting certifications. The department has also started to work with A-Tech's fire safety program instructors to work towards building a new fire training center. The feedback I have received from the community and surrounding municipalities has been overwhelmingly positive. I have also received feedback from 12 of the Jefferson Fire Association Members expressing their support for Joe and Dave and their desire to see both of them continue to lead the department.

In Summary, based on all of the positive highlights noted above under their interim titles, I am pleased to appoint Joe Edison to the position of Fire Chief and Dave Farina to the position of 1st Assistant Fire Chief and I ask Council to approve this appointment at the October 19th council meeting.

Thank you.

A handwritten signature in black ink that reads "Steven Sekanina".

Steven Sekanina
Jefferson Village Mayor



Organized in 1837

Jefferson Fire Department

98 E. Jefferson Street
Jefferson, Ohio 44047-1112
(440) 576-4876

October 14, 2026

To Mayor Sekanina and Village council,

I recommend hiring Lydia Jerina as a Fire Auxiliary member. Lydia is a Jefferson Twp resident and is a current EMT with Jefferson Rescue District. Lydia has shown interest in the fire dept and would like to join as a Fire Auxiliary member to help support the dept with events and scene support.

Thank you

Joe Edison

Interim Fire Chief

Jefferson Fire Department Application



Jefferson Fire Department
Application

Answer all the following completely and accurately. Any falsification or misstatements of fact will be sufficient to disqualify you summarily.

Rev. 10/12/22

Jefferson Fire Department Application

Name: Jerina Lydia Kay
Last First Middle

Address: 715 W Beech Street

Phone: (440) 381-3401 S.S.N. [REDACTED]

Citizenship? Yes If not U.S.A citizen, must present your immigration papers.

License Information:

Valid driver's license? (Yes / No) If yes, driver's license number [REDACTED]

Valid C.D.L. (Yes / No) If yes, what class N/A

Do you own or lease your vehicle (Own / Lease) Vehicle Insurance (Yes / No)?

Have you ever been involved in a motor vehicle accident (Yes / No) if yes, give details for each accident:

Date: N/A Location N/A

Cause of accident _____ Police Dept. _____

Date: _____ Location _____

Cause of accident _____ Police Dept. _____

Jefferson Fire Department Application

List below all traffic citation you have received:

Location (City)	Approx. Date	Violation	Police Dept.	Court
N/A				

Have you ever been arrested or detained by any law enforcement agency excluding minor traffic citations (Yes / No) If yes, Charge: N/A Date: _____

Arresting agency: N/A Disposition: _____

If yes, Charge: _____ Date: _____

Arresting agency: _____ Disposition: _____

Education:	Name/Location	Number of years	Graduate	Subjects studied
Grammar school	Gateway Elementary	9	Yes	Grammar
High school	Conneaut High School	4	Yes	High School
College				
Trade or Business	Knoedler	2	Yes / in progress	Nursing
Other	Auburn Career Center	1	Yes	EMT

Special skills, Hobbies and Civic Activities: Nursing / EMTs

U.S. Military Service: (Yes / No) If yes Rank N/A

Active Reserve? (Yes / No)

Fire / First Aid Experience (Yes / No)

Jefferson Fire Department Application

Emergency Contact:

Jacob Peer (440) 381-3401 715 W Beech st
Name Phone Address Jefferson Oh, 44041

Do you Rent, Own, live in Jefferson Fire Dept. District Yes, own
How Long? 1 year

Previous experience in Fire Service? (Yes / No) If yes, Where N/A

Positions:

Interior: (Yes / No) Exterior: (Yes / No) Engineer: (Yes / No) Rescue: (Yes / No)

Date you can start. September 2026

Former Employment: (Starting with present first)

Month / Year	Name	Address	Position	Reason Leaving
May 2022	Gerdes	245 main st connect	Pharm. Tech	Returned to school
Sept 2023	ACMC	2420 lake ave ash	LPN	Current
Oct 2023	JERD	11 S market st Jefferson	EMT	Current

References: (Give the names of three persons not related and have known at least one year)

Name	Phone	Address
Christina Edison	(440) 813-9404	1011 State Rt 307 E Jefferson, O
Jacob Rice	(440) 812-7268	1485 State Rt 307 W Jefferson, O
Joe Edison	(440) 813-3905	1011 State Rt 307 E Jefferson, O

Jefferson Fire Department Application

I Certify the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I understand that if accepted onto the Jefferson Fire Department, I shall obey the rules, regulations and By-Laws of the Department and the Village of Jefferson and the orders of its duly elected officers. I will always avail myself in a professional manner, while on scene or in the public eye.

I authorize investigation of all statements contained herein and the references listed above to give you all information concerning my previous employment and any pertinent information they may have and release all parties from all liabilities for any damage that may result from furnishing same to you.

Print Name: Lydia Jering

Sign: Lydia Jering

Date: 9/3/26

Page 6 is to be filled out by the reviewing officials.

Jefferson Fire Department Application

Advisory Board Interview

Interviewed by: Casper McManus [Signature] Date: 9-9-26

Interviewed by: Adam Lee [Signature] Date: 9-9-26

Interviewed by: Tina Harold [Signature] Date: 9-9-26

Remarks: _____

Advisory Board Approved (Yes / No)

Staff Officers Interview

Interviewed by: [Signature] Date: 9-1-26

Interviewed by: [Signature] Date: 10-7-26

Interviewed by: [Signature] Date: 10/7/26

Interviewed by: [Signature] Date: 10/7/26

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Remarks: _____

Staff Officers Approved (Yes / No)

Attn Chief Mackensen,

Please accept this letter as formal notification that I am resigning from my position as a Police Officer with the Jefferson Police Department. My last day of employment will be October 15th, 2026, providing a standard two weeks' notice.

I am very grateful for the training, support, and experience I have gained during my time with the department. It has been an honor to serve and protect this community alongside the dedicated members of this agency.

During my remaining two weeks, I will ensure all pending reports, casework, and administrative duties are fully completed and documented. I will also coordinate the proper return of my department-issued badge, credentials, firearm, and equipment before my final shift.

Thank you again for your guidance and leadership. I wish you and the department continued safety and success.

Sincerely,

Officer Elijah Monroe

A handwritten signature in dark ink, appearing to read 'Elijah Monroe', written in a cursive style.



October 14, 2026

Dear Ms. Arcaro,

This letter has been drafted to inform you of the service time and sick time balance for John Cudnik. John Cudnik started on September 11, 2024, as a full-time police officer. His last day was June 11, 2025. Upon his departure, John had 75.4 hours of sick time remaining. Please transfer these hours to your records, as they are being removed from our books.

If you need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Connie Morrison".

Connie Morrison
Fiscal Clerk III
Human Resources
440-392-5788
cmorrison@painesville.com

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ORDINANCE NO. 2026-O-3471

AN ORDINANCE TO RETROACTIVELY AUTHORIZE THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH ASHTABULA COUNTY TO PROVIDE THE LABOR AND EQUIPMENT FOR THE PAVING PROJECTS FOR EAST & WEST ERIE STREET AND EAST SATIN STREET AND RATIFY SAME AND DECLARING AN EMERGENCY

WHEREAS the Council of the Village of Jefferson desires to ratify the contract entered into with the Ashtabula County Engineer's Office to provide labor and equipment for the paving projects for East and West Erie Street and for East Satin Street pursuant to R.C. §§ 735.053 and 5535.08(C)(1) pursuant to the estimates provided by Ashtabula County;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, COUNTY OF ASHTABULA, AND STATE OF OHIO, THAT:

SECTION 1. The Village Administrator entered into a contract with the Ashtabula County's Engineer's Office to provide labor and equipment for the paving projects for East and West Erie Street and East Satin Street and Council hereby ratifies and retroactively approves and authorizes same.

SECTION 2. The maximum amount authorized to be paid by the Village Administrator for the labor and equipment to be provided by the Ashtabula County Engineer's Office for these projects shall be Twenty-Seven Thousand Two Hundred and 00/100 Dollars (\$27,200.00) and Council hereby ratifies and retroactively approves and authorizes same.

SECTION 3. The Ashtabula County Engineer's Office provided labor and the equipment needed for the paving projects for East and West Erie Street and East Satin Street and Council hereby ratifies and retroactively approves and authorizes same.

SECTION 4. There is hereby appropriated the amount of Twenty-Seven Thousand Two Hundred and 00/100 Dollars (\$27,200.00) for the payment for the labor and equipment to be provided by the Ashtabula County Engineer's Office for these projects if funds for these projects have not previously been appropriated and Council hereby ratifies and retroactively approves and authorizes same.

SECTION 5. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the citizens of the Village of Jefferson, Ohio, such emergency arising out of the necessity to be in compliance with R.C. § 735.053 for the purchasing of labor and equipment from the Ashtabula County Engineer's Office without competitively bidding and shall take effect and be in force immediately after its passage.

Passed by Council on the _____ day of _____ 2026.
_____ Yeas _____ Nays

Effective Date: _____

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason Fairchild, Esq.
Village Solicitor

Andria Manor

From: Gary Licate
Sent: Wednesday, October 14, 2026 12:54 PM
To: Andria Manor
Subject: Step pay

Administrator Manor, Mayor Sekanina, and members of council:

I am writing to formally recommend that two employees, Josh Artman and Tyler Maylish, be advanced to the next step in their current pay scale.

Both employees have demonstrated dedication, reliability, and strong commitment to their job responsibilities. Their continued performance, experience, and contributions to the daily operation of our department warrant consideration for advancement to the next pay step.

I believe these increases are justified and would recognize their hard work, continued service, and value to the department.

I respectfully request approval to move both employees to the next step of their respective pay scales.

Sincerely,
Gary Licate

Best Regards,
Gary Licate
Jefferson Village Water Reclamation



ANDREWS & PONTIUS LLC

ATTORNEYS AT LAW

4810 STATE ROAD
P.O. BOX 10
ASHTABULA, OHIO 44005-0010

DAVID E. PONTIUS
PHILIP E. CORDOVA
JASON L. FAIRCHILD
JOSEPH J. LOFTUS
Mark W. Andrews- Inactive
Jeffrey A. Ford- Of Counsel

David E. Pontius – 440.261-9666
Sue Baldwin – 440.261.9676
dpontius@andrewspontius.com

Village of Jefferson
27 E. Jefferson Street
Jefferson OH 44047

Page: 1
October 01, 2026
Account No: 20668-0000M
Statement No: 98978

Statement For Services Rendered By Andrews & Pontius LLC
Andrews & Pontius LLC Tax Id No.: 34-1890032

Fees

			Hours
09/01/2026	JLF	Receipt/review of draft resolution regarding Safe Streets Grant; revised resolution; drafted e-mail to Ms. Manor and Ms. Arcaro regarding same; updated file.	0.50
	JLF	Receipt/review e-mail regarding Wastewater Loan paperwork; phone call to Ms. Manor regarding same; drafted e-mail to Ms. Manor regarding same; updated file.	0.30
09/02/2026	JLF	Receipt/review of e-mail from Ms. Manor regarding job descriptions; replied to same; updated file.	0.10
09/03/2026	JLF	Receipt/review of e-mail from Ms. Manor regarding records request dated 9/1/26 for documents regarding 108 S. Sycamore; phone call to Ms. Arcaro regarding same; drafted response to Mr. Swanson; updated file.	0.60
09/08/2026	JLF	Receipt/review of e-mails from Chief/Mayor regarding disciplinary action; reviewed recommendation and employee handbook.	0.70
	JLF	Receipt/review of e-mail from Ms. Arcaro regarding job description of Tax Administrator; drafted e-mail to Ms. Arcaro regarding same; updated file.	0.60
	JLF	Time to council meeting; updated file.	0.80
09/10/2026	JLF	Receipt/review of e-mail from Ms. Manor regarding WPCLF loan agreement; drafted e-mail; updated file.	1.10
	JLF	Receipt/review of e-mail from Mr. Sekanina; replied to same; updated file.	0.10

			Hours	
09/14/2026	JLF	Time to Eastern County Court for sealing of record hearing in Tax Case No. 13CRB133E; drafted e-mail to Ms. Arcaro and Ms. Berkowitz regarding same; updated file.	0.80	
	JLF	Receipt/review of e-mail from Ms. Manor regarding documents for WWTP Clarifier Improvements Phase 2; drafted reply; updated file.	0.20	
09/15/2026	JLF	Receipt/review of e-mail from Mr Sekanina regarding pubic records request; replied to same; updated file.	0.20	
09/16/2026	JLF	Reviewed file; phone call to Ms. Manor regarding LCP matter; prepared draft letter to LCP for review; drafted e-mail to Mr Sekanina and Ms. Manor regarding same; updated file.	1.60	
	JLF	Receipt/review of e-mail from Ms. Arcaro regarding wage ordinance; revised same; drafted reply; updated file	0.20	
09/17/2026	JLF	Phone call to Chief Mackensen; prepared Motion to Dismiss with Proposed Judgment Entry in criminal Case No. 26CRB125E (Klasen); drafted e-mail to Eastern County Court regarding same; updated file.	0.70	
09/21/2026	JLF	Time to council meeting.	0.80	
09/25/2026	JLF	Receipt/review of -mail from Mr Sekanina regarding placement on Wage Ordinance; drafted reply to same; updated file.	0.10	
	JLF	Receipt/review of e-mail from Ms Berkowitz regarding lottery winnings taxing; phone conference with Ms. Berkowitz regarding same; updated file.	0.20	
	JLF	Phone conference with Mr. Sekanina regarding wage ordinance; updated file.	0.20	
09/29/2026	JLF	Receipt/review of e-mail from Mr. Sekanina regarding LCP; drafted reply; updated file.	0.20	
	JLF	Receipt/review of e-mail from Ms Berkowitz; phone call to Ms. Berkowitz regarding same; updated file.	0.20	
09/30/2026	JLF	Receipt/review of e-mail from Ms Manor regarding resolution for East Walnut Street Roadway Improvements; phone call to Ms. Manor/Ms. Arcaro regarding same; prepared requested resolution; drafted e-mail regarding same; updated file.	1.20	
	JLF	Receipt/review of e-mail from Ms. Manor regarding WPCLF Agreement for WWTP Clarifiers Phase 2; drafted e-mail to Ms. Manor regarding same; updated file.	0.80	
	JLF	Receipt/review of e-mail from Ms. Arcaro regarding PEP Ponds Resolution; prepared requested resolution; drafted e-mail to Ms. Arcaro regarding same; updated file.	1.00	
		For Current Services Rendered	13.20	2,640.00
Recapitulation				
	<u>Timekeeper</u>		<u>Hours</u>	
	Jason L. Fairchild		13.20	
Total Current Work				2,640.00

Previous Balance	\$2,920.00
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Payments

09/15/2026	Payment received, Thank You.	-2,920.00
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Balance Due	<u>\$2,640.00</u>
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For your convenience we accept Mastercard, Visa and Discover, however a fee of 3% will be added to the payment.

A finance charge of 1.5% per month will be added to any statement 60 days or more past due.